



This job aid provides step-by-step instructions for using FPMT's receivable lease creation wizard. These instructions apply to facilities only and are not applicable to land and other assets.

FPMT has been expanded to meet new Governmental Accounting Standards Board (GASB) [requirements](#). In addition to new functionality, system updates include new user roles as well as changes to existing business processes. Refer to the [What's New with FPMT](#) job aid a high-level overview of system updates, including changes to table names and user role permissions.

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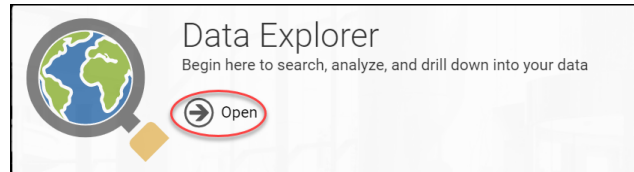
## Overview

<b>Who is responsible for entering receivable leases?</b>	<ul style="list-style-type: none"> <li>The owning agency or master lease holder is responsible for entering the receivable lease data.</li> </ul>
<b>Which FPMT user roles can create a receivable lease?</b>	<ul style="list-style-type: none"> <li>Creating a new receivable lease is a two-step process: <ul style="list-style-type: none"> <li><b>Step one:</b> The receivable lease creation wizard is completed by users with the FPMT Facilities role. Users must have edits rights.</li> <li><b>Step two:</b> Users with the FPMT Accounting role complete the <a href="#">Receivable Review wizard</a>, which collects the majority of the receivable lease contract data. Users must have edit rights.</li> </ul> </li> <li>Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles.</li> </ul>
<b>What are the consequences of not completing step two (Receivable Review wizard)?</b>	<ul style="list-style-type: none"> <li>The receivable lease is not a valid record and will not appear on reports.</li> <li>For receivable leases that are in scope for GASB, FPMT will not be able to send transactions to AFRS.</li> </ul>
<b>Where do I access the receivable lease creation wizard?</b>	<ul style="list-style-type: none"> <li>The receivable lease creation wizard is accessed via the menu button on the owned facility tile or the lease contract tile.</li> </ul>
<b>When should I enter a new receivable lease lease?</b>	<ul style="list-style-type: none"> <li>Receivable leases should be entered on or after the receivable lease start date, but before the first payment.</li> <li>If there is a master lease contract, the receivable lease start and end dates must fall within the parameters of the master lease.</li> </ul>
<b>What information do I need to create a receivable lease?</b>	<ul style="list-style-type: none"> <li>A copy of the new receivable lease contract.</li> <li>The UFI for owned facilities or the master lease contract number for leased facilities. <ul style="list-style-type: none"> <li>If you need to locate a lease number or a UFI, you can run a Lease Contract Inventory Report or an Owned Facilities Inventory Report from the agency tile in FPMT.</li> </ul> </li> </ul>
<b>Why should I use the wizard?</b>	<ul style="list-style-type: none"> <li>The wizard simplifies the receivable lease creation process by guiding you through each step and reducing manual activity in the system.</li> <li>The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.</li> </ul>
<b>Wizard basics:</b> <ul style="list-style-type: none"> <li>The wizard opens in a new window, which will close when you complete the receivable lease creation process. Once the wizard window closes, you will need to refresh your original FPMT window to see all of the changes.</li> <li>Once you Save and Close, you cannot go back into the wizard.</li> <li>Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, <u>you will lose your data</u>.</li> <li>You navigate through the wizard by clicking the Next or Previous buttons.</li> </ul>	




## Launch the Receivable Lease Creation Wizard

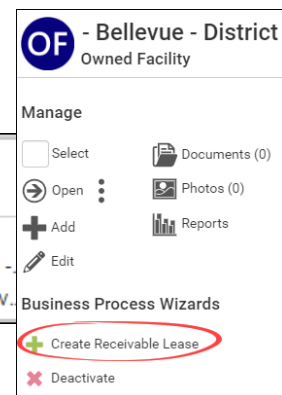
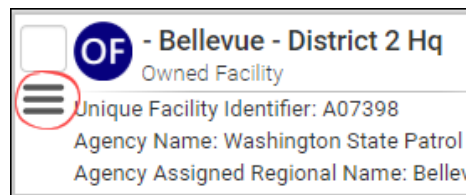
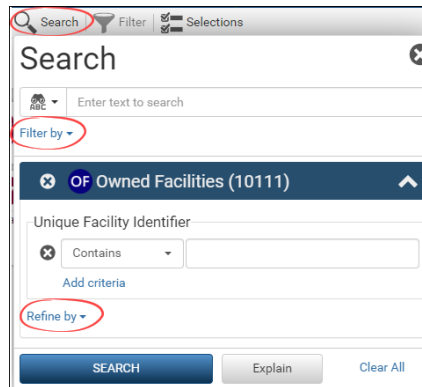
Navigate to the owned facility or master lease contract and launch the receivable lease creation wizard.

1. Open the Data Explorer module.






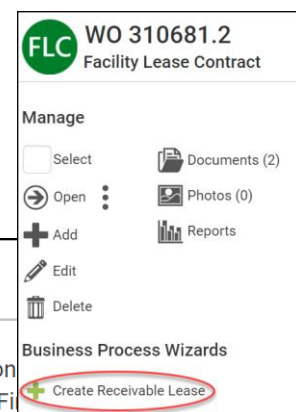
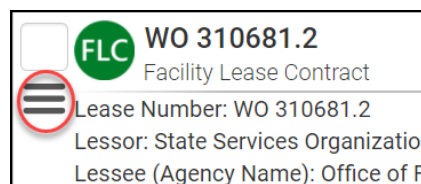
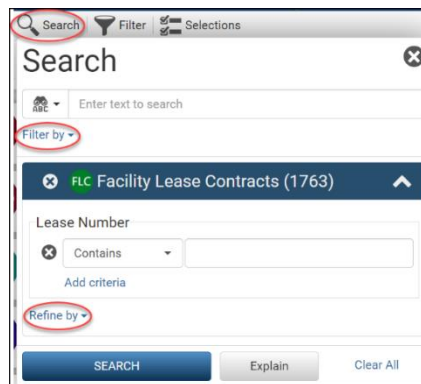
### Owned Facility

2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Owned Facilities**.
4. Select **Refine by** and choose **Unique Facility Identifier**.
5. Enter the UFI.  
→ If you need to locate a UFI, run the Owned Facilities Inventory Report available via the menu button on the agency tile.
6. Select .
7. Select the  menu button on the owned facility tile.
8. Select Create Receivable Lease.



### Leased Facility

2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Facility Lease Contracts**.
4. Select **Refine by** and choose **Lease Number**.  
→ If you need to locate a lease number, run the Lease Contract Inventory Report available via the menu button on the agency tile.
5. Enter the lease number
6. Select .
7. Select the  menu button on the lease contract tile.
8. Select Create Receivable Lease.



## Add a New Receivable Leased Facility

### 1. Enter agency data. Red fields are required.

- Name
  - ➔ Lessee SAAM acronym – Lessee common name (e.g., ES – Yakima Worksource)
- Receivable Lease Number
  - ➔ Must be a unique contract number.
- Lessor
  - ➔ The owning agency or master lease holder.
  - ➔ The system will ensure the lessor matches the agency associated with the owned facility or master lease contract.
- Lessee
  - ➔ The tenant agency
  - ➔ Select Other Tenants – 999 if the lessee is not a state agency.
- Six-Year Facilities Plan
  - ➔ Ensure this field is marked “yes” if this receivable leased facility is in scope for the [Six-Year Facilities Plan](#).

### 2. Select

### Receivable Leased Facility

Facility  
1116 W Riverside Ave

Name

Description

Unique Facility Identifier ?  
A08045

Receivable Lease Number ?

< Previous
Next >
Cancel All Changes

### Errors

- The selected Lessor Agency is not currently linked to Facility 'A04134' and cannot be selected as the Lessor Agency for this Receivable Leased Facility.

## Add a Receivable Lease Contract

### 1. Enter agency data. Red fields are required.

- Name
  - ➔ Use the receivable lease number
- Receivable Contract Square Feet
- Receivable Contract Square Feet Type (dropdown)
- Receivable Contract State Date
- Receivable Contract End Date

### Receivable Lease Contract

Name

Receivable Contract Square Feet ?

Receivable Contract Square Feet Type

Receivable Contract Start Date ?

Receivable Contract End Date ?

## 2. Select

Next >

< Previous

Next >

Cancel All Changes

→ The system will ensure that the receivable lease contract start date is a date prior to the receivable lease contract end date.

→ Additionally, if the receivable lease contract is associated with a leased facility, the system will ensure that the receivable lease contract start and end dates are within the parameters of the master lease contract.

### Errors


- The receivable lease contract start date must be prior to the receivable lease contract end date.

### Errors


- The receivable lease contract end date must be on or before the master lease contract end date of 3/31/2024.

## Edit the Existing Space

→ You must update the existing owned facility space or master lease contract space before adding a new receivable lease space.

1. Select the  details icon to edit the existing space.

### Existing Facility Lease Contract Spaces

Space Name	Space ID	Details
0001	0001	

### Receivable Lease Spaces

No receivable lease spaces found

[Add New Space](#)

2. Enter the new square footage (subtract the receivable lease square feet from the original square feet).

3. Select SAVE CHANGES.

Square Feet ?

27,809

Square Feet Measurement Type

Rentable

Primary Space Type ?

Office - General - 310

Secondary Space Type ?

SAVE CHANGES

Cancel Changes

## Add a New Space

### 1. Select Add New Space

### Receivable Lease Spaces

No receivable lease spaces found

[Add New Space](#)

### 2. Enter agency data. Red fields are required.

- Name
  - Tenant SAAM Acronym – Space ID (e.g., DSHS – 0001)
- Space ID
  - A unique number to identify the space (e.g., 0001)
- Tenant
  - Make sure to enter the tenant agency, not the owning agency or master lease holder.

### Edit Space Details

Name

Description

Space ID ?

Tenant ?

- Square Feet
  - The sum of all space square feet cannot exceed the total square feet in the owned facility or master lease contract.
- Square Feet Measurement Type (dropdown)
- Primary Space Type (dropdown)
  - Refer to the [Property Class & Space Type Categories](#) job aid for additional information.

Square Feet ?

Square Feet Measurement Type

Primary Space Type ?

### 3. Select SAVE CHANGES


[SAVE CHANGES](#) [Cancel Changes](#)

→ If you did not update the existing space before adding a new one, you will receive an error message.



#### Errors

- The square footage of all receivable leases plus total lease contract space square footage must not exceed the lease contract square footage. The lease contract square footage is currently 28,009 and the total receivable lease square footage plus total lease contract space square footage is 28,209.
- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 28,009 and the total associated space square feet is 28,209.

→ Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.

Existing Facility Lease Contract Spaces			
Space Name	Space ID	Details	
0001	0001		

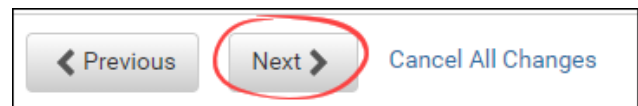
  

Receivable Lease Spaces			
Space Name	Space ID	Details	Delete
Test Receivable Lease Space	001		




[Add New Space](#)

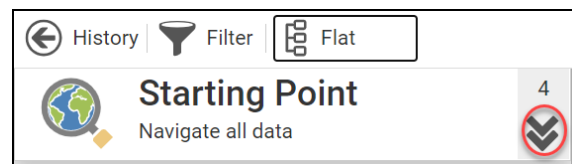
#### 4. Select

[Next >](#)

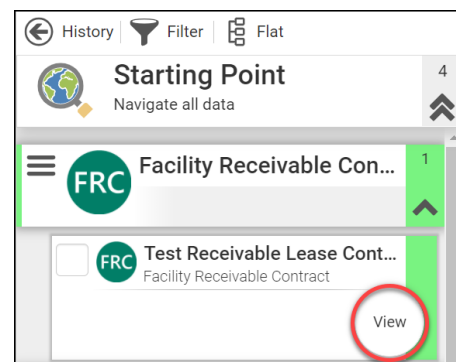


### Data Review

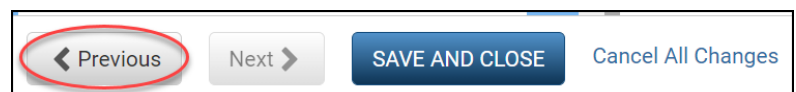
1. Select the  **Hierarchy** button to change to the  **Flat** view. You can now see all the tables you have added or edited as part of the wizard process.
2. Select the arrows  on the Starting Point tile to expand all of the tiles below.



1. Select View on each tile to see the data you have entered.
2. Review your data.



→ To edit your data, use the Previous button to navigate back to an earlier screen.



3. **Select** SAVE AND CLOSE to complete the wizard.
4. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.

→ When you complete the wizard, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

→ Continue to the next step below to upload a copy of the new receivable lease contract.



**Warning**

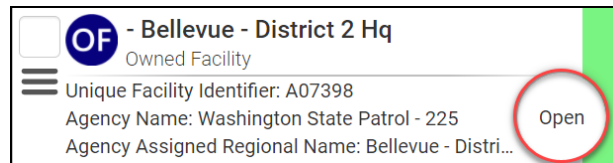
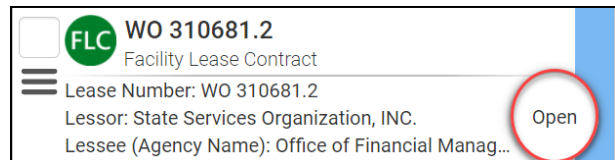
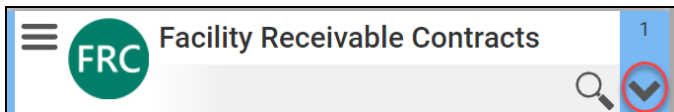
Once you save and close, you cannot use the wizard to make edits or add additional data. Are you sure you want to continue?

**YES** No

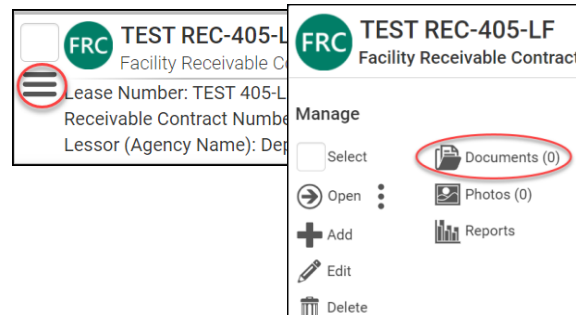
## Upload Copy of New Receivable Contract

You will need to navigate to the new receivable lease in order to attach a copy of the contract.

1. **Select** Open on the owned facility or master lease contract tile.
2. If needed, select the arrow to expand the receivable lease contracts group tile.

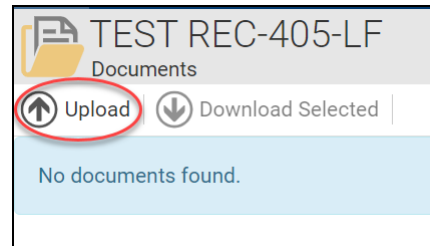




3. **Select** the menu button on the new receivable lease contract tile.
4. **Select** Documents
  - The document manager will open in a new window.

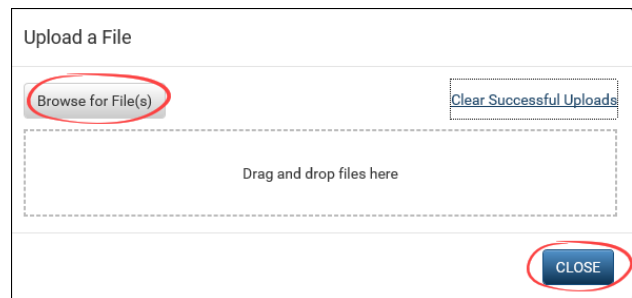




**5. Select the**  **Upload** button.



**6. Browse for, or drag and drop, the file.**  
**7. Select CLOSE.**



### **Notify FPMT Accounting User**

Once the receivable lease creation wizard has been completed, the remaining lease contract data will need to be entered separately via the [Receivable Review wizard](#). Contact your agency's FPMT accounting user to complete this second step, unless you have both the Facilities and Accounting user roles.

The new receivable lease is not a valid record until the additional financial data has been entered, so it is critical that the second step is completed in a timely manner. Until the remaining financial data is entered, the receivable lease will not appear on reports, and FPMT will not be able to send any transactions to AFRS.